



Winston F. McColl  
Director

# County of San Diego

Department of Purchasing and Contracting  
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## **ADDENDUM 4 REQUEST FOR PROPOSALS (RFP) NO. 5229 TRANSLATION SERVICES**

This addendum provides clarifications and corrections to the RFP listed above. Please change/revise your copy accordingly.

Proposals are to be submitted to the front desk of the department of Purchasing and Contracting **no later than 3:00 PM Pacific Time on October 25, 2011** at:

**COUNTY OF SAN DIEGO  
OFFICE OF PURCHASING AND CONTRACTING  
10089 WILLOW CREEK ROAD, SUITE 150, MAIL STOP O32  
SAN DIEGO, CA 92131**

MARK THE OUTSIDE OF THE PACKAGE WITH THE NAME OF THE OFFEROR, THE RFP NUMBER AND THE SERVICE CATEGORY (AS LISTED ABOVE).

A late proposal will not be considered unless it is the only one received or there was mishandling on the part of County Purchasing staff. If you have any further questions, please contact Tracy Hudson, Procurement Contracting Officer by e-mail at [Tracy.Hudson@sdcounty.ca.gov](mailto:Tracy.Hudson@sdcounty.ca.gov).

*T. M. Hudson for*

WINSTON F. MCCOLL, Director  
Department of Purchasing and Contracting

WFM:tmh

RFP #5229 TRANSLATION SERVICES

Addendum 4 – Questions & Answers

Q24. Does there exist performance test pass/fail scoring criteria or measurement tools?

A24. Yes.

Q25. What are the credentials of the performance test evaluators?

A25. The ROV has subject matter experts and election officials who work on the usability of the final products during election cycles.

Q27. Is there a regulation that authorizes or justifies asking a vendor to absorb an enormous cost associated with the high demands of the performance test without clearly detailing the evaluation process and credentials of those doing the evaluation in order to make a very important decision on behalf of the vendor and ROV?

A27. The performance test is a legitimate procurement requirement designed to verify Offerors' ability to perform the essential functions of this contract. Public contracting law permits this practice. No Offeror is required to perform the test – they may elect to forego the test and remove their proposal from consideration.

Q30. Will the County consider adding multilingual audio requirements to the RFP since it is not currently a part of the statement of work?

A30. Not at this time.

Q31. What kind of volume and turn-around times will we have for document translation? 11.2 says that for major countywide elections we will have ballot text between 60 and 50 days before Election Day, and for special elections we would have it between 40 and 30 days before Election Day. What kind of volume would there be (for each language), and what would the turn-around time be?

A31. Refer to Exhibit C-Pricing Schedule, which includes historical units and refer to Attachment E-Translation & Proofing Schedule.

Q32. What file format(s) will we be working with using GEMS?

A32. GEMS exports and ingests a .txt file with RFT encoding for special characters and character language glyphs and identifiers for fonts, point size, line and paragraph formatting in addition to fields in English that needs translation.